## **PAY ADMINISTRATION**

- **1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures related to the compensation of part-time physician on adjustable work hours.
- **2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on pay administration. The pages in this handbook replace the corresponding page numbers in part II, chapter 2 of VA Handbook 5007, dated April 15, 2002. This change is effective on upon certification, insert date of first day of first pay period occurring 90 days following certification, and will be incorporated into the electronic version of VA Handbook 5007 that is maintained on the Office of Human Resources Management and Labor Relations Web site. In this change, reference is made to VA Handbook 5011 Part II Appendix D for the computation of pay for part-time physicians approved to work adjustable work hours.
- **3. RESPONSIBLE OFFICE:** The Compensation and Classification Service (055), Office of the Deputy Assistant Secretary for Human Resources Management and Labor Relations.
- **4. RELATED DIRECTIVES:** Accompanying this change is a change to VA Handbook 5011, Hours of Duty.

5. RESCISSIONS: None.

**CERTIFIED BY:** 

BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS

/s/Robert T. Howard Senior Advisor to the Deputy Secretary Supervisor, Office Information and Technology /s/R. Allen Pittman
Assistant Secretary for
Human Resources and Administration

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or designee, may make an exception to such limitation on an individual basis when required in the interest of medical need.

- b. Upon appointment or re-appointment under 38 U.S.C. 7405, the pay of part-time and intermittent physicians, dentists, podiatrists, chiropractors, optometrists, nurses, PAs and EFDAs shall be determined by the Under Secretary for Health in a manner consistent with paragraph 1 of this chapter and parts III and IX of this handbook. [The pay of part-time physicians on adjustable work hours is to be computed in a manner that is consistent with the provisions of VA Handbook 5011, Part II, Appendix D.]
- c. Upon a temporary full-time appointment under 38 U.S.C. 7405, the pay of a distinguished physician shall be set at a salary rate equivalent to a rate established for Medical Director grade, Section 7306 Schedule, as determined appropriate by the Under Secretary for Health.
- d. Student nurse technicians with no prior experience will be paid the minimum rate of the appropriate grade under the General Schedule unless a higher rate is authorized under the authority in chapter 3, paragraph 3 of this part to approve an individual appointment above the minimum rate of the grade. The minimum rate should take into account any applicable special salary rate. Student nurse technicians with prior experience may be paid at a rate that does not exceed their highest previous rate, unless a higher rate is authorized under chapter 3, paragraph 3 of this part. Premium pay shall be paid [to these employees in a manner that is consistent with] the provisions of 5 U.S.C., chapter 55. Grade determinations [shall also be made in a manner consistent with] the appropriate [Office of Personnel Management position] classification standard.
- e. Employees in hybrid occupations listed under 38 U.S.C. 7401(3) will be compensated as noted in paragraph 1, subparagraphs (7) and (8) of this chapter.
- f. Employees that have completed a full course of training for an occupation listed under 38 U.S.C. 7401(3) and are pending licensure shall receive a basic rate of pay commensurate with the minimum rate of the grade for which they qualify, unless an above-minimum entrance rate or special salary rate range has been approved for similar licensed employees, in which case the higher rate would apply. The employee may be given a higher rate under the highest previous rate rule because of prior Federal service.
- g. Medical and dental residents are authorized to receive stipends approved by the Under Secretary for Health or designee. Under criteria and procedures established by the Under Secretary for Health, these stipends will be related as closely as practicable to local conditions of remuneration for residents in the hospitals having a major impact on VA's recruitment of house staff. Irrespective of the number of hours of service rendered in a day or a week, no compensation additional to the per annum rate shall be payable to residents by reason of duty at night, on overtime, on Saturday or Sunday, or a legal holiday, or on-call. (See appendix II-E of this part.)
- h. The authority to set compensation of **consultants**, **attendings and others employed on a fee basis** has been delegated by the Under Secretary for Health to facility directors. These fees shall conform, insofar as possible, with practices prevailing within the profession concerned. Per annum ceiling limitations shall be imposed by the Under Secretary for Health on such pay and revised from time to time as necessary in the public interest for both patient care and treatment. Except as may be